

NORTH BRUNSWICK LIBRARY MEETING ROOM USE POLICY

We are happy to have your not-for-profit program/presentation in our library. If you would like, we can include your program on the events calendar of our website, as well as on our monthly "Adult Programs" handout. Any fliers produced by your organization will be posted only on our bulletin board and handout area in the Reference section of the building. **Any additional publicity you wish to do outside of the library must be done by yourself.** Your phone number, not the library's, must be used as the contact number. And you must handle your own registration of attendees, if applicable.

Meeting room use is limited to two reservations per month for each person/organization.

The library can provide materials for your presentation, including chairs, tables, a white board and markers. If there is anything else you need, please contact us and we will make every effort to accommodate you.

CONDITIONS FOR USE OF THE ROOM

1. The meeting room is available only during the library's operating hours.
2. All programs must be open to the public without charge. No donations may be solicited as a substitute for the admission.
3. Reservations for the meeting room are made on a first come-first served basis.
4. No alcoholic beverages are permitted.
5. If a children's group uses the library meeting room, there must be one adult to supervise for every 10 children present.
6. It will be the responsibility of the group to see that the meeting room is left in as clean and orderly a condition as it was found. Food and trash must be placed in the containers provided.
7. Smoking is not permitted in the meeting room, or the library.
8. Any group reserving the room must sign a statement accepting liability for any damage or loss of library furnishings or equipment.

RESERVATION PROCEDURES

1. A telephone call followed by a written application form request for reservation is necessary.
2. The request must be submitted to the director's office.
3. The request must be submitted at least 14 days prior to the date for which the room is needed.
4. The director's office will notify the applicant as soon as possible and no later than 10 days before the date requested.
5. The library will approve continuing use of the meeting room by an organization and only one application is necessary.

6. In the event of cancellation, the library staff shall be notified as soon as possible. In the event the library closes early the library will notify the organization as soon as possible.

MEETING ROOM POLICY AND REGULATIONS

Statement of Policy

The North Brunswick Public Library maintains a meeting room for the purpose of sponsoring library programs or co-sponsoring programs with other community groups. At the times it is not needed for the library's own programs, the meeting room is available for meetings and programs sponsored by others. If there is a conflict of schedules, library programs shall take priority.

The meeting room is available free of charge to encourage the use of the meeting room by non-profit, civic, school, cultural and educational groups of North Brunswick. Groups should not plan to meet here on a regular basis and feel the room is a regular room for their use.

The meeting room is made available to the public on an equal basis, regardless of the beliefs or affiliations of individuals or groups requesting the meeting room.

Use of the meeting room is subject to the approval by the director of the library and may be denied where use is inconsistent with the above policies, or where there is likelihood of physical hazard to our library patrons or program audiences, or there is misuse of the library premises or equipment. Past misuse of library property is grounds for denial of application for future use.

The Board of Trustees reserves the right to review all applications.